

May 15, 2009

**ERRATUM No. 1**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**

**DIGEST OF CHANGES:****Chapter 1:**

The new title of Chapter 1 is: "INTRODUCTION OF THE PLANS PREPARATION MANUAL." This Chapter 1, dated May 2009, supersedes and replaces previous U. S. Customary Unit versions of Chapter 1.

**Section 1-1 General:**

The sections have been rearranged, renumbered, and updated to accommodate the new text for Section 1-1.1, "Purpose," and Section 1-1.2, "Application of Plan Preparation Standards."

Section 1-1.2 - Establishes and defines categories of standards for plan preparation (mandatory, advisory, and permissive) similar to those used in other Caltrans manuals

Section 1-1.6 - Updated to reflect the current status of the versions of the MicroStation software used to prepare final contract plans

Section 1-1.7 - Added additional reminder to designers that early coordination with the drafting unit and the DOE unit can avoid project delays during final project review

Section 1-1.8 – Under the subheading, "Contract Plan Files," the various subjects covered in this manual that are related to policy and procedures for design and construction of a project have been listed.

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**Chapter 2:**

The opening paragraphs of Chapter 2, Section 2-1 and Section 2-2, all dated May 2009, supersede and replace previous U. S. Customary Unit versions of this material.

The purpose of Chapter 2 has been redefined in the opening paragraphs of the chapter.

**Section 2-1:**

Section 2-1 has been renamed to: "Policies and Procedures for Preparing Project Plans." Sections of Section 2-1 have been rearranged, renumbered, and updated to accommodate the new Section 2-1.0, "Application of Plan Preparation Standards." Section 2-1.0 states the categories of standards for plan preparation (mandatory, advisory, and permissive) similar to those used in other Caltrans manuals. The subject matter of the other sections of Section 2-1 has been rearranged, updated and the wording revised to reflect which applicable plan preparation standard applies to the instructions in the manual.

**Specific Section Changes:**

Section 2-1.1 – This section has been renamed to: "Composition of Project Plans and General Preparation Procedures." Subheadings for "Right of Way" and "Railroad Involvement" have been added which discuss how and when project right of way is to be shown on the project plans and a means of determining if a project has railroad involvement.

Section 2-1.7 – This section has been revised to include the use of Project Case Designation Numbers for the purpose of cross-referencing instructions related to the development of project identification block information and its associated title sheet project description.

**Section 2-2:**

The subject matter of sections of Section 2-2 has been rearranged, updated and the wording revised to reflect which applicable plan preparation standard applies to the instructions in the Section 2-2.

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**Chapter 2 (cont'd):****Specific Section Changes:****Section 2-2.2:**

Additional instructions have been added regarding title sheet mapping (strip map versus other mapping such as road system maps), identifying post miles, and identifying the various types of structures.

Additional instructions for developing title sheet project description have been added under the subheading, "Title Sheet Descriptions." This includes the use of Project Case Designation Numbers for the purpose of cross-referencing instructions to develop title sheet project descriptions and the associated project identification block information.

Additional instructions have been added regarding the identification of begin and end points of project construction and work.

The Checklist for the Title Sheet has been revised.

**Title Sheet Examples:**

Changes to Title Sheet Examples "A," and "A1" through "N" include:

- Use of the most current border sheet applicable to each example sheet
- A new release date of 5/15/2009
- Additional instructions for preparation of title sheets
- Added instructions to title sheet examples to be consistent with changes made in the text portion of the manual

Changes to the Locations of Construction sheet for Title Sheet Example "K" include:

- Use of the most current border sheet for this example sheet
- Added or revised instructions for table title, column titles, line widths in table, spacing between rows and text sizes within the table

No changes have been made to the sheet titled: "Examples of State Locations Maps for Title Sheets."

**END of ERRATUM No.1**